



# TORQ Analysis of Cost Estimators to Loan Interviewers and Clerks

## INPUT SECTION:

Transfer	Title	O*NET	Filters		
From Title:	Cost Estimators	13-1051.00	Abilities:	Importance Level: 50	Weight: 1
To Title:	Loan Interviewers and Clerks	43-4131.00	Skills:	Importance Level: 69	Weight: 1
Labor Market Area:	Maine Statewide		Knowledge:	Importance Level: 69	Weight: 1

## OUTPUT SECTION:

Grand TORQ:

92

Ability TORQ				Skills TORQ				Knowledge TORQ			
Level			96	Level			93	Level			86
Gaps To Narrow if Possible				Upgrade These Skills				Knowledge to Add			
Ability	Level	Gap	Impt	Skill	Level	Gap	Impt	Knowledge	Level	Gap	Impt
Speech Recognition	60	12	72	Speaking	63	2	74	Customer and Personal Service	63	12	78
Finger Dexterity	41	16	50					English Language	47	4	76
Selective Attention	39	2	50					Mathematics	59	1	69

LEVEL and IMPT (IMPORTANCE) refer to the Target Loan Interviewers and Clerks. GAP refers to level difference between Cost Estimators and Loan Interviewers and Clerks.

## ASK ANALYSIS

### Ability Level Comparison - Abilities with importance scores over 50

Description	Cost Estimators	Loan Interviewers and Clerks	Importance
Oral Comprehension	67	60	81
Written Comprehension	64	57	78
Oral Expression	67	60	75
Speech Clarity	48	46	75
Speech Recognition	48	60	72
Written Expression	57	53	68



Problem Sensitivity	50		48		68
Near Vision	66		55		68
Deductive Reasoning	60		55		65
Inductive Reasoning	59		48		62
Information Ordering	60		50		62
Mathematical Reasoning	57		46		59
Speed of Closure	50		39		53
Category Flexibility	53		48		50
Number Facility	60		48		50
Flexibility of Closure	44		42		50
Perceptual Speed	42		35		50
Selective Attention	37		39		50
Finger Dexterity	25		41		50

## Skill Level Comparison - Abilities with importance scores over 69

Description	Cost Estimators	Loan Interviewers and Clerks	Importance
Reading Comprehension	70	63	78
Active Listening	73	64	76
Time Management	65	63	75
Speaking	61	63	74
Mathematics	69	58	73

## Knowledge Level Comparison - Knowledge with importance scores over 69

Description	Cost Estimators	Loan Interviewers and Clerks	Importance
Customer and Personal Service	51	63	78
English Language	43	47	76
Mathematics	58	59	69

## Experience &amp; Education Comparison

Related Work Experience Comparison			Required Education Level Comparison		
Description	Cost Estimators	Loan Interviewers and Clerks	Description	Cost Estimators	Loan Interviewers and Clerks
10+ years	8%	0%	Doctoral	0%	0%
8-10 years	4%	0%	Professional Degree	0%	0%
6-8 years	9%	0%	Post-Masters Cert	0%	0%
4-6 years	4%	0%	Master's Degree	12%	0%
2-4 years	15%	17%	Post-Bachelor Cert	0%	0%
1-2 years	8%	39%	Bachelors	19%	3%



6-12 months	27%			22%	AA or Equiv	8%			39%
3-6 months	11%			0%	Some College	10%			14%
1-3 months	4%			0%	Post-Secondary Certificate	9%			13%
0-1 month	0%			0%	High School Diploma or GED	40%			28%
None	4%			18%	No HSD or GED	0%			0%

## Cost Estimators

## Loan Interviewers and Clerks

## Most Common Educational/Training Requirement:

Work experience in a related occupation

Short-term on-the-job training

## Job Zone Comparison

## 4 - Job Zone Four: Considerable Preparation Needed

A minimum of two to four years of work-related skill, knowledge, or experience is needed for these occupations. For example, an accountant must complete four years of college and work for several years in accounting to be considered qualified.

Most of these occupations require a four - year bachelor's degree, but some do not.

Employees in these occupations usually need several years of work-related experience, on-the-job training, and/or vocational training.

## 2 - Job Zone Two: Some Preparation Needed

Some previous work-related skill, knowledge, or experience may be helpful in these occupations, but usually is not needed. For example, a teller might benefit from experience working directly with the public, but an inexperienced person could still learn to be a teller with little difficulty.

These occupations usually require a high school diploma and may require some vocational training or job-related course work. In some cases, an associate's or bachelor's degree could be needed.

Employees in these occupations need anywhere from a few months to one year of working with experienced employees.

## Tasks

## Cost Estimators

## Core Tasks

## Generalized Work Activities:

- Communicating with Persons Outside Organization - Communicating with people outside the organization, representing the organization to customers, the public, government, and other external sources. This information can be exchanged in person, in writing, or by telephone or e-mail.
- Scheduling Work and Activities - Scheduling events, programs, and activities, as well as the work of others.
- Communicating with Supervisors, Peers, or Subordinates - Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.
- Getting Information - Observing, receiving, and otherwise obtaining information from all relevant sources.
- Establishing and Maintaining Interpersonal Relationships - Developing constructive and cooperative working relationships with others, and maintaining them over time.

## Specific Tasks

## Occupation Specific Tasks:

## Loan Interviewers and Clerks

## Core Tasks

## Generalized Work Activities:

- Processing Information - Compiling, coding, categorizing, calculating, tabulating, auditing, or verifying information or data.
- Interacting With Computers - Using computers and computer systems (including hardware and software) to program, write software, set up functions, enter data, or process information.
- Communicating with Persons Outside Organization - Communicating with people outside the organization, representing the organization to customers, the public, government, and other external sources. This information can be exchanged in person, in writing, or by telephone or e-mail.
- Getting Information - Observing, receiving, and otherwise obtaining information from all relevant sources.
- Performing for or Working Directly with the Public - Performing for people or dealing directly with the public. This includes serving customers in restaurants and stores, and receiving clients or guests.

## Specific Tasks



- Analyze blueprints and other documentation to prepare time, cost, materials, and labor estimates.
- Assess cost effectiveness of products, projects or services, tracking actual costs relative to bids as the project develops.
- Conduct special studies to develop and establish standard hour and related cost data or to effect cost reduction.
- Confer with engineers, architects, owners, contractors and subcontractors on changes and adjustments to cost estimates.
- Consult with clients, vendors, personnel in other departments or construction foremen to discuss and formulate estimates and resolve issues.
- Establish and maintain tendering process, and conduct negotiations.
- Prepare and maintain a directory of suppliers, contractors and subcontractors.
- Prepare cost and expenditure statements and other necessary documentation at regular intervals for the duration of the project.
- Prepare estimates for use in selecting vendors or subcontractors.
- Prepare estimates used by management for purposes such as planning, organizing, and scheduling work.
- Review material and labor requirements to decide whether it is more cost-effective to produce or purchase components.
- Set up cost monitoring and reporting systems and procedures.
- Visit site and record information about access, drainage and topography, and availability of services such as water and electricity.

#### Detailed Tasks

##### Detailed Work Activities:

- advise clients on financial matters
- analyze budgets
- analyze financial data
- analyze technical data, designs, or preliminary specifications
- bid engineering, construction or extraction projects
- compile data for financial reports
- compute cost estimates of construction or engineering projects
- compute financial data
- confer with vendors
- convert design specifications to cost estimates
- estimate cost for engineering projects
- estimate materials or labor requirements
- estimate production costs
- estimate time needed for project

#### Occupation Specific Tasks:

- Accept payment on accounts.
- Answer questions and advise customers regarding loans and transactions.
- Assemble and compile documents for loan closings, such as title abstracts, insurance forms, loan forms, and tax receipts.
- Calculate, review, and correct errors on interest, principal, payment, and closing costs, using computers or calculators.
- Check value of customer collateral to be held as loan security.
- Contact credit bureaus, employers, and other sources in order to check applicants' credit and personal references.
- Contact customers by mail, telephone, or in person concerning acceptance or rejection of applications.
- Establish credit limits and grant extensions of credit on overdue accounts.
- File and maintain loan records.
- Interview loan applicants in order to obtain personal and financial data, and to assist in completing applications.
- Order property insurance or mortgage insurance policies in order to ensure protection against loss on mortgaged property.
- Prepare and type loan applications, closing documents, legal documents, letters, forms, government notices, and checks, using computers.
- Present loan and repayment schedules to customers.
- Record applications for loan and credit, loan information, and disbursements of funds, using computers.
- Review customer accounts in order to determine whether payments are made on time and that other loan terms are being followed.
- Schedule and conduct closings of mortgage transactions.
- Submit loan applications with recommendation for underwriting approval.
- Verify and examine information and accuracy of loan application and closing documents.

#### Detailed Tasks

##### Detailed Work Activities:

- advise clients or customers
- collect deposit or payment
- compile data for financial reports
- complete information on loan forms
- compute financial data
- compute property equity
- compute taxes



estimate time needed for project

- estimate time or cost for installation, repair, or construction projects
- evaluate material specifications
- identify supplier with best bid
- interpret maps for architecture, construction, or engineering project
- monitor operational budget
- negotiate business contracts
- prepare cost estimates
- prepare financial reports
- prepare periodic reports comparing budgeted costs to actual costs
- read blueprints
- read specifications
- understand construction specifications
- understand engineering data or reports
- understand technical operating, service or repair manuals
- use computers to enter, access and retrieve financial data
- use cost benefit analysis techniques
- use spreadsheet software
- use statistical cost estimation methods

#### Technology - Examples

##### Accounting software

- Choice Job Cost
- Cost accounting software
- CPR International GeneralCOST Estimator
- Intuit QuickBooks
- National Job Cost software

##### Analytical or scientific software

- Construction Management Software ProEst
- QSMSLIM
- Resources Calculations Incorporated SoftCost
- WinEstimator WinEst

##### Data base reporting software

- Business Objects Crystal Reports
- Software AG software

##### Electronic mail software

- Microsoft Outlook

##### Financial analysis software

- Cost estimation software
- CPR International Visual Estimator

- ensure correct grammar, punctuation, or spelling
- evaluate customer records
- examine documents for completeness, accuracy, or conformance to standards
- fill out business or government forms
- gather relevant financial data
- interview customers
- maintain account records
- maintain records, reports, or files
- obtain information from individuals
- prepare contract documents
- prepare reports
- provide customer service
- review loan applications
- schedule meetings or appointments
- understand property documents
- use computers to enter, access or retrieve data
- use interviewing procedures
- use oral or written communication techniques
- use spreadsheet software
- use word processing or desktop publishing software
- verify bank or financial transactions
- verify information for credit investigations
- write business correspondence

#### Technology - Examples



- IBM Costimater

- Softstar Costar COCOMO II

#### Project management software

- Assured Software JPP

- Galorath SEER-SEM

- Sage Software Sage Master Builder

- Xactware Xactimate

#### Spreadsheet software

- Apple AppleWorks

- Corel QuattroPro

- IBM Lotus 1-2-3

- Microsoft Excel

- Spreadsheet software

#### Word processing software

- Microsoft Word

#### Tools - Examples

- Desktop computers

- Notebook computers

- Personal computers

- Personal digital assistants PDA

- Scanners

- Tablet computers

### Labor Market Comparison

Description	Cost Estimators	Loan Interviewers and Clerks	Difference
Median Wage	\$ 44,990	\$ 28,060	\$( 16,930)
10th Percentile Wage	\$ 30,880	\$ 20,870	\$( 10,010)
25th Percentile Wage	N/A	N/A	N/A
75th Percentile Wage	\$ 58,820	\$ 34,050	\$( 24,770)
90th Percentile Wage	\$ 76,320	\$ 39,950	\$( 36,370)
Mean Wage	\$ 49,830	\$ 29,150	\$( 20,680)
Total Employment - 2007	750	770	20
Employment Base - 2006	751	830	79



Projected Employment - 2016	853	757	-96
Projected Job Growth - 2006-2016	13.6 %	-8.8 %	-22.4 %
Projected Annual Openings - 2006-2016	25	14	-11

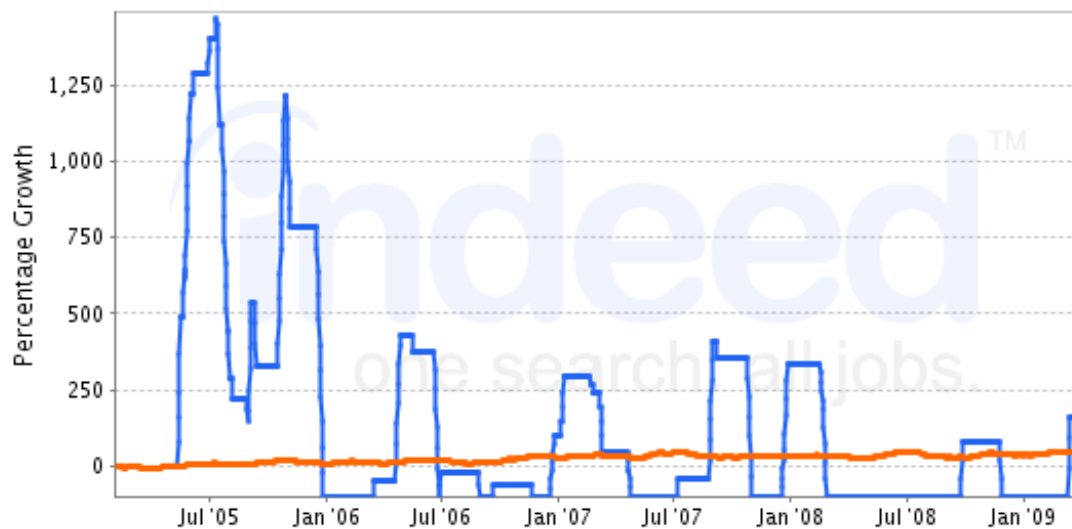
## National Job Posting Trends

Trend for Cost Estimators

Trend for  
Loan  
Interviewers  
and Clerks

### Job Trends from Indeed.com

— Cost Estimator — Loan Interviewer

Data from [Indeed](http://Indeed.com)

## Recommended Programs

### Banking and Financial Support Services

Banking and Financial Support Services. A program that prepares individuals to perform a wide variety of customer services in banks, insurance agencies, savings and loan companies, and related enterprises. Includes instruction in communications and public relations skills, business equipment operation, and technical skills applicable to the methods and operations of specific financial or insurance services.

Institution	Address	City	URL
Eastern Maine Community College	354 Hogan Rd	Bangor	<a href="http://www.emcc.edu">www.emcc.edu</a>
Saint Josephs College	278 Whites Bridge Rd	Standish	<a href="http://www.sjcme.edu">www.sjcme.edu</a>

## Maine Statewide Promotion Opportunities for Cost Estimators

O*NET Code	Title	Grand TORQ	Job Zone	Employment	Median Wage	Difference	Growth	Annual Job Openings
13-1051.00	Cost Estimators	100	4	750	\$44,990.00	\$0.00	14%	25



13-1023.00	Purchasing Agents, Except Wholesale, Retail, and Farm Products	93	3	920	\$45,210.00	\$220.00	-2%	21
13-2053.00	Insurance Underwriters	90	3	460	\$56,090.00	\$11,100.00	-1%	12
19-3021.00	Market Research Analysts	90	4	200	\$49,960.00	\$4,970.00	3%	2
41-1012.00	First-Line Supervisors/Managers of Non-Retail Sales Workers	89	4	930	\$55,220.00	\$10,230.00	-1%	19
41-3031.02	Sales Agents, Financial Services	89	4	0	\$65,230.00	\$20,240.00	5%	33
11-3031.02	Financial Managers, Branch or Department	89	4	2,440	\$67,670.00	\$22,680.00	7%	58
13-2031.00	Budget Analysts	89	4	170	\$57,290.00	\$12,300.00	3%	5
11-3011.00	Administrative Services Managers	88	4	1,090	\$56,630.00	\$11,640.00	5%	34
13-2051.00	Financial Analysts	88	4	210	\$71,380.00	\$26,390.00	10%	4
13-2061.00	Financial Examiners	88	4	120	\$55,110.00	\$10,120.00	3%	2
13-2052.00	Personal Financial Advisors	88	3	360	\$94,100.00	\$49,110.00	10%	13
13-2072.00	Loan Officers	88	3	1,450	\$49,380.00	\$4,390.00	9%	29
11-2022.00	Sales Managers	88	4	1,310	\$72,720.00	\$27,730.00	3%	32
13-2011.02	Auditors	88	4	3,250	\$48,110.00	\$3,120.00	11%	113

### Top Industries for Loan Interviewers and Clerks

Industry	NAICS	% in Industry	Employment	Projected Employment	% Change
Other nondepository credit intermediation, including real estate credit and consumer lending	522290	31.57%	80,818	83,797	3.69%
Depository credit intermediation	522100	31.44%	80,504	70,966	-11.85%
Activities related to credit intermediation	522300	14.34%	36,712	41,100	11.95%
Direct insurance (except life, health, and medical) carriers	524120	3.23%	8,276	7,479	-9.63%
Management of companies and enterprises	551100	2.81%	7,202	7,179	-0.33%
Legal services	541100	2.79%	7,132	6,773	-5.03%
Self-employed workers, primary job	000601	2.09%	5,351	4,929	-7.89%
Activities related to real estate	531300	1.41%	3,603	3,970	10.18%
Offices of real estate agents and brokers	531200	1.06%	2,723	2,868	5.32%





Securities and commodity contracts, brokerages, and exchanges	5231-2	0.82%	2,097	2,706	29.02%
Other financial investment activities	523900	0.70%	1,801	2,194	21.85%
Employment services	561300	0.66%	1,688	1,847	9.43%
Colleges, universities, and professional schools, public and private	611300	0.38%	979	947	-3.27%
Self-employed workers, secondary job	000602	0.38%	963	829	-13.93%
Residential building construction	236100	0.26%	678	660	-2.64%

### Top Industries for Cost Estimators

Industry	NAICS	% in Industry	Employment	Projected Employment	% Change
Nonresidential building construction	236200	9.42%	20,828	25,214	21.06%
Residential building construction	236100	8.88%	19,639	23,893	21.66%
Plumbing, heating, and air-conditioning contractors	238220	7.50%	16,592	20,243	22.00%
Electrical contractors	238210	7.22%	15,964	18,085	13.29%
Other specialty trade contractors	238900	5.27%	11,641	13,900	19.41%
Automotive body, paint, interior, and glass repair	811120	3.78%	8,358	10,543	26.14%
Drywall and insulation contractors	238310	3.11%	6,882	7,931	15.24%
Printing and related support activities	323100	2.68%	5,921	5,068	-14.40%
Architectural and structural metals manufacturing	332300	2.56%	5,662	6,533	15.39%
Roofing contractors	238160	2.41%	5,338	6,735	26.16%
Highway, street, and bridge construction	237300	2.38%	5,266	6,125	16.32%
Painting and wall covering contractors	238320	2.03%	4,489	5,397	20.22%
Building material and supplies dealers	444100	1.92%	4,252	5,870	38.06%
Automobile dealers	441100	1.49%	3,290	4,032	22.56%
Poured concrete foundation and structure contractors	238110	1.46%	3,228	3,932	21.79%